

**THIRD CIRCUIT COURT OF MICHIGAN: JUVENILE DIVISION—ADOPTIONS UNIT**  
**Checklist for Filing Agency Petitions for Adoption (AM Case Types)**

Last Revised: November 21, 2017

*The following items are required when filing adoption cases at the Third Circuit Court of Michigan. All packets must be submitted at the time of the scheduled appointment. To expedite the screening process, please organize these items according to this checklist. Any packet that does not contain all of the required documents may be rejected.*

- Filing Fee and Birth Certificate Fee:
  - \$185.00 Cash, Money Order or Agency Check (made payable to Wayne County Clerk) **Revised 3/2016**
  - \$50.00 Money Order or Check (made payable to State of Michigan). \$16.00 for each additional copy requested. (Only if the child was born in Michigan). If the child was born out of state, the agency must determine the fee from the specific vital records department for that state.
- Agency Petition for Adoption Packet Cover Sheet - MJC 1086. **Revised 1/2016**
- Petition for Adoption – [PCA 301](#) (1 original. A copy will be returned with the orders). \*
- Certified/original birth certificate for adoptee.
- Petitioner's Verified Accounting – [PCA 347](#). (1) \*
- Statement of Services Performed by Agency - [PCA 345](#). (1) \*
- Termination of parental rights documents (permanent custody order, release and accompanying documents, such as the Referee Recommendation). If the documents are from a county other than Wayne County, they must be true copies or certified copies.
- Report on Appeals or Rehearing – Required for ALL cases—including Wayne County terminations (1). **Revised 1/2016**
- Certified Death Certificates for parent(s) (biological and adoptive), not shown on the termination documents. **Court will keep certified copy.**
- Copy of Death Certificates for parent(s) (biological and adoptive), if parent died after parental rights were terminated.
- Court of Appeals Decision and Copy of Supreme Court Decision, if applicable. ([Opinion Search](#))
- Notice to Adopting Parents on Pending or Potential Appeal/Rehearing – [PCA 325](#). (1) ONLY IF APPLICABLE
- Consent to Adoption by Agency/Court - [PCA 309](#), must be notarized within the past year.
- Copy of denial to adopt for competing party, issued by the Michigan Children's Institute, if applicable.
- Consent to Adoption by Adoptee - [PCA 307](#), for minors age 14 and over. (1)
- Adoption Report to Establish New Michigan Birth Certificate - DCH-0854. (2 originals) \*
- Interstate Compact authorization, if applicable, and a copy of the license of the entity supervising the adoption.
- Notice of Right to Employ Counsel (printed on agency letterhead) (1) \*
- Adoption Database Main Form (revised March 2014)
- Original Adoptive Home Study, even if the study was completed by a different agency. All Addendums/Updates and the original Foster Home Licensing Report. If licensed, provide the most recent annual.
- Agency Verification Statement with the following copies attached:
  - Petitioner(s)' birth certificate and Driver's License or State Identification
  - Marriage Certificate – for all marriages
  - Divorce Decree/Judgments – for all divorces. If a prior marriage ended due to the spouse's death, a copy of the death certificate is required.
  - Military Discharge papers
- All Licensing Complaints/Special Investigations and/or PS Investigation reports. As well as any Corrective Action Plans, with documentation that the requirements have been completed satisfactorily.
- Child Evaluation and any addendums – updated within the last 12 months.
- Initial Service Plan (ISP)
- Most recent Updated Service Plans (USP) – updated within the last quarter.
- Medicals for adoptee and petitioner(s). The medical must be signed and dated by a physician, or their designee, within the past 12 months. EXCEPTION: Electronic signatures will be accepted. All medicals for adoptee must include the child's immunization record. EXCEPTION: Immunizations for foreign-born adoptees will be accepted at finalization. Note: Medical information on all other family members must be included in the most recent home study.
- Copy of Adoption Subsidy Contract, if applicable. **New 1/2018**
- Adoptive Family's letter requesting Immediate Confirmation/Finalization, signed by both petitioners, if applicable.
- Waiver of Notice of Finalization Hearing - **NEW**

\* Parties must date and sign all legal documents using their **full legal names (first, middle and last – no initials)**.